

<b>Level :</b> 1Bac	<b>Textbook:</b> Gateway to English
<b>Date :</b> 15/04/2016	<b>Time :</b> 50 min
<b>Unit:</b> 7	<b>Theme:</b> Ecology
<b>Lesson:</b> Writing	<b>Topic:</b> formal letter
<b>Skills integrated:</b> All skills	<b>References/ Materials:</b> Textbook, Teacher's notes, Chalkboard, ICT

<b>Standards:</b>	<u>Presentational communication</u> ❖ Write a formal letter
<b>Competencies:</b>	❖ By the end of this session, students should be able to: <ul style="list-style-type: none"> <li>Recall and distinguish between a formal and a personal letter</li> <li>Write a formal letter with the correct layout</li> </ul>

Stages/ Timing	Lesson Procedures/ Activities	Techniques/ Materials	Mode of work
<b>Warm-up (5 min)</b>	<ul style="list-style-type: none"> <li>T greets Ss</li> <li>Ss recall the various parts and elements of an informal letter</li> </ul>	<ul style="list-style-type: none"> <li>Review</li> </ul>	T-S S-T
<b>Personal link</b>	<ul style="list-style-type: none"> <li>T introduces the lesson of writing a formal letter</li> </ul>	<ul style="list-style-type: none"> <li>BB</li> </ul>	T-S
<b>Pre-writing (15 min)</b>	<ul style="list-style-type: none"> <li>T invites Ss to look at the slides</li> <li>Ss answer the questions about the parts of a formal letter e.g. (where does the address go?)</li> <li>Ss recall all the parts by matching them with the correct number</li> <li>T displays an example of a formal letter on the slide and asks one or two students to read it</li> <li>Ss notice the various elements of the body and T explains the four main parts (writing purpose + showing interest + details + asking for a reply)</li> <li>T asks Ss to read the topic on the slide "write a letter to your school magazine about the environmental problems you have in your town"</li> <li>Ss brain storm ideas and T writes some suggestions on the bb</li> </ul>	<ul style="list-style-type: none"> <li>ICT</li> <li>Question and answer</li> <li>Recalling</li> <li>Matching</li> <li>Model letter</li> <li>Noticing</li> <li>Explaining</li> <li>Topic focus</li> <li>Brainstorming</li> </ul>	T-S S-T S-T T-S T-S T-S S-T S-T
<b>While-writing (20 min)</b>	<ul style="list-style-type: none"> <li>T invites Ss to start their first draft letter respecting the format studied and the topic given</li> <li>T monitors and helps</li> </ul>	<ul style="list-style-type: none"> <li>First draft</li> <li>Monitoring</li> </ul>	Indiv.
<b>Post-writing (10 min)</b>	<ul style="list-style-type: none"> <li>T writes a checklist on the and has one S read it</li> <li>T asks Ss to consider the checklist and try to correct their letters</li> <li>Ss share their letters with the class</li> </ul>	<ul style="list-style-type: none"> <li>checklist</li> <li>self-editing</li> <li>Sharing</li> </ul>	Indiv. Whole class
<b>Reflections</b>			